

Editor, Anja Mullin



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Visit our Website:

www.WMCAClerks.org

Founded in 1970, WMCA is a non-profit association that promotes the professional and education standards of Municipal Clerks, County Clerks, and Transit Board Clerks in various local governments of the State of Washington.

President's Message

Shannon Corin, CMC

This is my last President's Message. It has been a pleasure and honor to serve our association as your President this year. Thank you, dear members, for allowing me the privilege to serve. It has been a wonderful, challenging, and inspiring year for me.

Election results are in the newsletter. Please congratulate our winners who will be sworn into office Banquet Night at the Annual Conference this month. You will also see in this newsletter amendments to our bylaws coming forward for a vote at the Annual Business Meeting. Please look them over. Our Bylaws Committee has done an outstanding job on preparing them for your consideration.

The charity chosen this year for Conference is Coffee Oasis. Coffee Oasis has several teen shelters in Kitsap County and continues to grow. They have several coffee shops throughout the county, allowing a safe and welcoming place for homeless teens to have community and learn job skills. You will find in this newsletter, a list of needed items to bring to Conference. If you are not coming to Conference and would like to send items for this wonderful cause, please let me know.

Please extend the same graciousness and support to our incoming President, Dee Roberts. I know she will do an outstanding job, because in such a short time, she has been an outstanding President-Elect and my wingman. Thank you, Dee, for all of your support. I am so proud to have you as President. Now strap in, because, baby, you are in for a ride! I will end this message the way I ended my first message:

My theme is three simple words that I believe are the gears to life both personally and professionally: Live, Laugh, Love. These words mean different things to different people. I have seen many variations. Here is my spin on these words for clerks everywhere. Live right now. We learn from our past and plan for our future, but we need to live right now. We need to prioritize what is important, declutter our surroundings and to take time for ourselves without worrying about the small stuff, imperfections, or what others think. To quote Jimmy Eat World "live right now, do the best you can. Don't worry what those bitter hearts are gonna say."

Laugh at life. A sense of humor is the grease to the gears of life. Humor allows us to cope with stress and to see the silver linings in the clouds. Without humor, life would be unbearable. When everything goes wrong and you can't tell left from right humor gets us through. To quote the Monkees "Laugh when you go to a party and you can't tell the boys from the girls."

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PRESIDENT'S MESSAGE CONTINUED



Love what you do. How many of us started out wanting to be a municipal clerk when we grew up? How many of us even knew what a municipal clerk was? I did not know until I worked for local government. Even then, I really did not know until I was in the position, what it truly means to be a municipal clerk. I believe we all love the job we are doing. It is a unique and interesting position that seems to find the right person at the right time. To quote Crosby Stills & Nash "if you can't be with the one you love, then love the one you're with." If you cannot be in the job you love, then love the job you are in.

I hope these gears have been working in your life and has made a difference. It continues to make a difference in mine.

Signing off....

Shannon

VOLUNTEER OPPORTUNITY

Please contact Dee Roberts at dee.roberts@southbend-wa.gov if you are interested in chairing or co-chairing a committee this next fiscal year. This is a great way to give back and become involved with WMCA.

If you are already on a committee, please consider becoming the chair or co-chair. WMCA can only work with the support of ALL of its members. We want YOU to bring your style, your expertise, and your creativity to our great organization!



Audit Committee—Conducts the bi-annual audit of the financial records of WMCA

Bylaws Committee—Reviews the WMCA bylaws and prepares proposed changes for approval by the membership

Conference Planning Committee—Prepares the details of the Annual Conference and works closely with the Education Committees to coordinate efforts for a successful conference

Education Committee—Prepares the education program for the Annual Conference and provides logistical support for the spring and fall academies. The Committee Chair serves on the Northwest Clerks Institute Education Committee, which helps the Institute Director develop Professional Development I, II, III, and IV goals and educational offerings

Fundraising Committee—Raises money for education scholarships in the form of raffles, products sales, etc.

Historical Committee—Maintains an updated record of all WMCA activities

Legislative Committee—Studies proposed state and federal legislation and reports to WMCA Executive Board and membership

Membership Committee—Encourages membership in WMCA

Newsletter Committee—Creates WMCA monthly newsletter

Scholarship Committee—Administers the application and granting process for scholarships

Further descriptions of committee responsibilities can be found on our website at <http://wmcaclerks.org/>

You only get out of WMCA what you put into it!

FEATURED CLERK

Donald Ross, CMC City of Westport, Deputy Clerk/Treasurer



Debbie and Donald at Westport's Olde Fashioned 4th

This month's featured clerk is Donald Ross, Deputy Clerk/Treasurer from the City of Westport.

The City of Westport is a small city of approximately 2,100 people located on a peninsula on the south side of the entrance to Grays Harbor. Westport is a very unique community offering a little of something for everyone from commercial fishing to sport fishing, whale watching, and the beach. There are several interesting events through the summer including Rusty Scuppers Pirate Daze in June, the Old Fashioned 4th of July, and the Corvette show in September.

Prior to working for Westport, Donald worked in banking for 20 years. Donald made the decision to leave banking when a corporation bought out the independent bank he was working for. He decided to go back to school and obtain his degree. He and wife Debbie had always wanted to live on the coast so when the Deputy Clerk/Treasurer position opened in Westport, Donald applied.

Donald was hired in February 2012, and four months after starting his new position, he began his NCI experience with PD1. When asked about his PD experience, Donald said it was great for building camaraderie and for realizing that, for the most part, everyone has very similar experiences in their positions in government. While we don't wish angry customers on anyone, it's good to know we all have them and have a way to network and come up with ideas on how to deal with it. Donald mentioned that while at PD1, in the class with Marilyn Love, he had an "a-ha moment" when she was discussing customer service and helping difficult customers stating that the problem is within themselves. Donald says that with that information, he is better able to assist customers and find resolution for their problem.



Left to Right: Rebecca, Danielle, Debbie, Donald & Dakota

In addition to his duties with the city, Donald has also been part of the Fundraising, Legislative, and By-Laws Committees with WMCA, as well as a foster family for Harbor Association of Volunteers for Animals (HAVA), trustee of the Westport South Beach Historical Society, and a member the Timberland Library Board.

On a personal note, Donald and his wife Debbie have been married for 21 years and have three teens living at home, Rebecca, a senior, and boy/girl twins Dakota and Danielle, sophomores. They also have a cat named Simon, "part Siamese but all attitude." The Ross family enjoys going for walks, geocaching, and beach combing. Donald said the most unique thing they've found while beach combing is Japanese water bottles after the Japanese tsunami.

In talking with Donald, he shared some information that most may not know. Donald has known Paula Swisher since they were seven years old from their childhood at Lake Tye in Concrete, WA but they only discovered this at last year's conference in Spokane.

Thank you, Donald, for taking the time to let us get to know you better!



PROPOSED BYLAW AMENDMENTS



A vote is coming your way!

The Executive Committee is proposing the following changes to our bylaws (proposed changes are underlined):

Proposed Amendment #1: The Executive Committee wishes to create an Honorary Retiree Member Classification. Amending Article 3, Section 1 by adding a new Membership Class E. Honorary Retiree Member, and amending Section 2, by adding a new Member Class Definition E. Honorary Retiree Member, as show in the underlined language below:

E. Honorary Retiree Members: Retiring members that have maintained at least ten years of membership, and at least one of the following: obtained their Certified Municipal Clerk (CMC) designation, served on the WMCA Executive Committee, served as a WMCA Committee Chairperson, or received the Clerk of the Year Award/ President's Award of Distinction, shall be eligible for an Honorary Retiree Membership. No annual dues shall be required for Honorary Retiree Membership.

Proposed Amendment #2: The Executive Committee wishes to allow for the appointment of an individual to a vacant position, without an election, if only one individual has declared their candidacy for that position. Amending Article 4, Section 6, by adding a sentence to the end of the last paragraph, as shown in the underlined language below:

If, after the Candidate Application deadline has passed, and only one individual has declared their candidacy, then said individual will be presented to the Executive Committee to be appointed to the vacant position without going through the election process.

Proposed Amendment #3: The Executive Committee wishes to have the Elections Officer co-chair the Membership Committee, and the Elections Auditor co-chair the Audit Committee. Amending Article 5, Section 1, by adding the following two sentences, as shown in the underlined language below:

Section 1. Elections Officer and Elections Auditor. Each year the Membership Committee Chair shall select from among the committee members, an Elections Officer. The Elections Officer shall be designated a co-chair the Membership Committee. Additionally, each year, the Audit Committee Chair shall select, from the committee members, an Elections Auditor. The Elections Auditor shall be designated a co-chair the Audit Committee. The Elections Auditor shall not be a member of the Membership Committee. The Elections Auditor will assist the Elections Officer as needed and provide an independent review of all aspects of the Elections process.

Proposed Amendment #4: The Executive Committee would like to amend Article 7, Section 2 to clarify that 50 active members shall constitute a quorum at the annual meeting.

Section 2. Annual Meeting: The annual business meeting of the Association shall be held in March of each year at a time and place to be designated by the Executive Committee. Written notice of such meeting shall be given by email to each member not less than twenty days prior to the date of the meeting. 50 active members shall constitute a quorum at the annual meeting.

LEGISLATIVE REPORT

Adventure to the Capitol

by Immediate Past President Debbie Burke

This was the second year a trip to the Capitol was organized by the WMCA Legislative Committee members with AWC Lobbyist Victoria Lincoln. I started the day off sitting in the Senate gallery and watched them present a unanimous adoption for a resolution of appreciation to the family of a Senator who passed away this last year. This Senator had been very involved in supporting the Page Program. The Senate adjourned to Caucus.

On my way over to the House Building, I ran into former Normandy Park Councilmember Doug Osterman who works for King County. Doug introduced me to a Kent City Councilmember and a colleague that works for the Flood District.

Next, I met with Representative Mia Gregerson to discuss three bills: public records, ultrafine particulate matter around the airport, and the localization of property taxes. Following that meeting, I met up with WMCA Executive Committee Member Kay Kammer from the city of Battleground. We visited the offices of several of her officials and dropped off her business card and flyer in support of the public records bills.

We then met up with Victoria and WMCA Legislative Committee member Tisha Gieser from the city of Issaquah. Victoria gave us updates on the public records bill and gave us some very personal history of the capitol buildings. A highlight was hearing her experience during the big earthquake event in 2001 when they closed the capitol building, conducted Senate business in the library and built a temporary building for the legislative business.

Tisha, Kay, and I had lunch at the library cafeteria and then Tisha and I headed to the House gallery to hear the tail end of a very long and heated debate and votes on a bill for education funding.

Then I was off to my next appointment with Representative Tina Orwall. Since the House session ran long, she wasn't there yet, so I decided to just meet her staff and asked her to pass along a 'thank you for all she does as our Representative' and headed home.

Be sure to attend the Roundtable session scheduled at our conference on Thursday, March 23rd to discuss the PRA Performance Audit, Records Management Tips & Proposed Legislation with Alice Bush, Karen Kuznek-Reese, Tisha Gieser, and guests from MRSC and the State Auditor's Office.

I would like to encourage all members to visit the state capitol during session to experience how the state legislature works either on your own or with a group of clerks. It is fascinating!



FUNDRAISING UPDATE

FUNDRAISING AT THE 2017 WMCA ANNUAL CONFERENCE

Don't forget to bring an item and/or a basket for the silent auction. Remember, all proceeds from the auctions support our Scholarship Fund, making it possible for more clerks to benefit from the many great educational opportunities offered by WMCA and NCI. Not sure of what to bring? Think of fun themes for baskets – Games/Movie Night, Spa/Pamper Yourself, Gourmet Cooking, Pets, Sports Teams, Arts & Crafts.....the more baskets we have, the more fun it is!

If you don't want to put together a whole basket, please bring an item or two to contribute to our "Big Kahuna" baskets, which will be auctioned off during our live auction.

The three themes for these baskets are:

Lottery/Scratch Tickets



Wine/Chocolate



Seahawks



GRAND RAFFLE

If you didn't pre-purchase your tickets for the Grand Raffle, don't worry! They will be available during the Conference. The drawing will be held at the banquet on Thursday, March 23, with cash prizes of \$1,000, \$750, and \$500. Again, the money raised from raffle tickets sales goes to our Scholarship Fund.

WMCA STORE

We have some fun items available for purchase at the WMCA Store.

Back by popular demand: Beaded lanyards. We all attend many conferences and workshops where we're given a name badge to wear. Now you can display your name AND accessorize!

Lanyards will sell for \$12 each or two for \$20.



Wine/bottle openers with the WMCA logo will be available for \$7 each or 2 for \$12.



We will also be offering t-shirts in various styles and colors for just \$12 each.

AGAIN, the money raised from WMCA Store sales goes to our Scholarship Fund.

WMCA CONFERENCE PACKING CHECKLIST



- ✓ Auction Items
- ✓ Grand Raffle Tickets
- ✓ Coffee Oasis Donation
- ✓ Luggage
 - Business Casual Attire, Casual Attire, Swim Suit, Steampunk Hat and Outfit or Semiformal Wear, Umbrella
- ✓ Corkscrew & Checkbook

CONFERENCE CHARITY DONATIONS

Emergency Resources Needs List

The Coffee Oasis is ONLY able to accept the following emergency resources.
Please see the appropriate categories and descriptions below:

Extreme Weather Gear

- Backpacks—Full size (i.e. school bags, Jansport)
- Sleeping Bags—Nylon, min. of 20°, compact backpacking
- Tents—2-3 person with rain fly
- Tarp—8x10 for use with tents (tan color)
- Rain Gear
 - Unisex rain suits/ponchos
 - Medium, Large & X-Large sizes
- Gloves
 - Nylon only; ski gloves
 - Small, Medium & Large sizes
- Socks
 - Tube socks only, wool is preferred
 - Men's & Women's sizes
- Undergarments for Men or Women
 - NEW only, includes boxers & undershirts
 - Small, Medium, Large & X-Large Sizes

Food/Snacks FOR THE OASIS CENTERS ONLY

- Bottled Water—12 oz. bottles
- Cup Noodles
- Granola or energy bars—Individually wrapped
- Fruit cups/Fruit snacks—Individually packaged

Food/Snacks FOR THE OASIS TEEN SHELTER ONLY

- Jelly—16 oz. jar
- Instant Oatmeal
 - Boxes of assorted flavors individually packaged
- Cereal
 - Box of hearty, healthy cereal



Hygiene Items for ONSITE at the Oasis Centers

- Feminine hygiene products
- Box of tampons
- Box of feminine pads

Paper Products/Miscellaneous at Oasis Centers

These items are not needed in PO

- Cold Cups
 - 12 oz. PAPER cups, no plastic or Styrofoam
- Hot Cups
 - 12 oz. PAPER cups, no plastic or Styrofoam
- Bowls

SCHOLARSHIP COMMITTEE UPDATE

Thank you to everyone who applied for scholarships! Also, thank you to everyone who participates in scholarship fundraising!

2017 WMCA Conference First Time Attendee Awards: 4

John Millard, City of Tenino

Korinne Henry, North Kitsap School District

Steve Austin, City of Clarkston

Renee Cameron, City of Bonney Lake



2017 WMCA Conference Registration Awards: 11

Pamela Brown, City of Lynden

Shawna Wise, City of Gig Harbor

Susan Duncan, City of Ferndale

Amber Scott, City of Omak

Tami Pevey, City of Sultan

Lisa Neissl, City of College Place

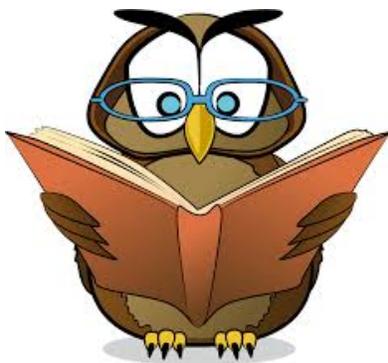
Donald Ross, City of Westport

Teresa Ongoco, City of DuPont

Judy Brown, City of Bridgeport

Tami Justice, City of Rainier

Patricia Phillips, Adams County



*Intellectual growth should commence at birth
and cease only at death*

- Albert Einstein

*Anyone who stops learning is old, whether at twenty
or eighty. Anyone who keeps learning stays young.*

- Henry Ford

Homophone - \ 'hä-mə- ,fōn\

What is a homophone? According to Merriam-Webster.com, a homophone is one of two or more words pronounced alike but different in meaning or derivation or spelling.

When you are writing, be aware of homophones. There are many homophones, and if you use the wrong one, it can be embarrassing. How do you know the difference? When in doubt, look it up in the dictionary. Here are some commonly misused homophones.

They're, Their, There

They're: They are

Their: Of or relating to them or themselves especially as possessors

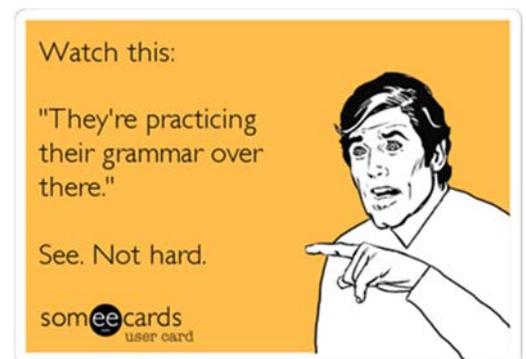
There: In or at that place

To, Two, Too

To: Used as a function word to indicate movement, direction, contact or proximity, the place or point that is the far limit, or relative position

Two: Being more than one in number

Too: Besides, also, to an excessive degree, very



Capitol or Capital

Capitol: A building in which a state legislative body meets

Capital: A city serving as a seat of government, a stock of accumulated goods, net worth, a letter that conforms to the series A B C etc.

Patience or Patients

Patience: The capacity, habit, or fact of being patient

Patients: Individuals awaiting or under medical care and treatment

You're or Your

You're: You are

Your: Of or relating to you or yourself or yourselves especially as possessor or possessions

Other Common Homophones:

Bare – Bear

Alter – Altar

Idle – Idol

Hoarse – Horse

Dual – Duel

Fair – Fare

Foul – Fowl

Coarse – Course

Cite – Site

Cereal – Serial

Since – Sense

Aisle – Isle



Remember: when in doubt, look it up.

All definitions from merriam-webster.com

Spring Forward on March 12th



Are You Lonely???
 Don't like working on your own?
 Hate making decisions?

Then call a MEETING!!!!

YOU CAN...

- ✓ SEE people
- ✓ DRAW flowcharts
- ✓ FEEL important
- ✓ IMPRESS your colleagues



All on COMPANY TIME!!!

MEETINGS

The practical alternative to work.



Happy
 St. Patrick's Day
 March 17th



Why can't you borrow money from a leprechaun?
 Because they're always a little short.

Why don't you iron 4-leaf clovers?
 Because you don't want to press your luck.

How is a best friend like a 4-leaf clover?
 Because they are hard to find and lucky to have.

Knock Knock
 Who's there?
 Irish!
 Irish Who?
 Irish you a happy St. Patrick's Day!

Do you have a funny story, joke or cartoon you would like to share? Please submit them to mvaliant@ci.tumwater.wa.us

MEMBERSHIP NEWS

WMCA and our Membership Committee would like to welcome our newest members:

Karlene Akesson—City of Castle Rock

Loni Gores—Clallam County

Tami Hertzler—City of Lynnwood

Ellie Hooman—City of Mercer Island

Joel Pilkinton—City of Tonasket

CONGRATULATIONS TO OUR NEWEST CERTIFIED MUNICIPAL CLERK:

Shawna Wise, CMC
City of Gig Harbor

CMC

SAVE THE DATE

Monday, May 22, 2017

Washington State 2017 IIMC Conference attendees are invited
to the IIMC Region IX Dinner
Hosted by the Oregon Association of Municipal Recordors (OAMR).



Reservation form on the following page.

Published by Clerks for Clerks!

If you have any great news to share or ideas for articles for the next edition of the WMCA Newsletter, be sure to email them to Melody Valiant at mvaliant@ci.tumwater.wa.us & Rachel Shaw at rshaw@ci.prosser.wa.us

YOU ARE INVITED!!!

IIMC REGION IX DINNER
Monday, May 22, 2017 @ 6:00 P.M.
Upstairs Jazz Bar and Grill
1254 Mackay
Montreal, Quebec

Reservation Form

(RESERVATIONS AND PAYMENT ARE REQUIRED BY MAY 12)

Name and Title: _____

Mailing Address: _____

Guest Name, if applicable: _____

Dinner includes: Choice of Sauteed Mushrooms or Garden Salad

Entrée Choices: Mahi Mahi Cajun
Chicken Breast with Fresh Fig and Porto Sauce
New York Steak (10 ounces)
Linguini Primavera

Dessert Choices: Tiramisu or Crème Brulee

Drinks: Coffee or Tea
(Please make your menu selections by circling your options.)

\$45.00 USD

Your dinner reservation includes the cover charge for the Jazz Jam Session

A no-host bar will be available for beer, wine, and cocktails.

RSVP BY May 12, 2017

To reserve your place(s), complete and mail this form, along with your check payable to OAMR to:
Peggy Hawker, City Recorder/Special Projects Director
City of Newport